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10 March 1955

MEMORANDUM FOR: DEPUTY DIRECTOR (PLANS)

SUBJECT : Project Administrative Plans

25X1 1. The Western Hemisphere Division has under consideration an administrative plan for project [] prepared by the Project Administrative Planning Staff, which WHD hesitates to accept without guidance from the DEPUTY DIRECTOR (PLANS).

2. WHD objects specifically to the inclusion of the following paragraph:

(5) "The financial reports referred to in paragraph 4, above will be reviewed by the field case officer who will attach thereto his certification attesting that, to the best of his knowledge and belief, the accounting accurately reflects the disposition of the KUBARK funds advanced, that such funds were expended for the purpose authorized by the project approval, and that, based upon substantive reports of accomplishment received from [] and such other information as may be available, [] of the group is warranted. These financial reports, certified as prescribed, will be transmitted to the WH Division, reviewed and approved, and forwarded to the Finance Division."

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25X1 3. This provision, requiring the field case officer to certify that, based on substantive reports, continued [] is warranted, has not been included in WHD administrative plans in the past and in the view of the Division, is unwarranted for the following reasons:

a. It is, in our opinion, an intrusion into the operational field by administration. Such review and evaluation is, of course, desirable, but to include such a provision in an administrative annex to a project could be construed to imply that the operational channel is not constantly carrying on such an evaluative process, and that it does not have primary responsibility for determining whether a given project shall be continued or cancelled.

b. Concentration of responsibility for project evaluation on the lower command echelon where complete authority does not exist is unjust. Such responsibility should be formally shared at least through the Division level.

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4. WH would have no hesitation concerning: (a) the inclusion in the administrative annex of a provision for certification that monies have been properly spent in compliance with stipulations of the project; (b) the inclusion elsewhere in the project of a provision requiring periodic certification that the continued [] is warranted, if that certification is clearly the responsibility of the operational elements and if that responsibility is shared and attested to through the Divisional level. 25X1

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5. Since this question either has or will in the future occur in other area divisions, WH requests guidance from DD/P as to whether WH should accept the administrative plan for [] with paragraph 5 as stated, and whether we should in the future accept administrative plans with a similar provision. 25X1

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ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:		25X1		TELEPHONE		NO.	
TO		ROOM NO.	DATE		OFFICER'S INITIALS	TELEPHONE	COMMENTS
			REC'D	FWD'D			
25X1							
C/PP							
25X1							
DO/S		2004L			✓		Copy for your retention per telephone conversation with [redacted] of this date
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Please prepare memo which

a) Briefly sets forth the DO(S) position re the required certification, i.e. its purpose and significance. (Suggest we draw comparison to routine certifications on any normal expenditure voucher - i.e. that expenditures were properly authorized, funds available, and for necessary, reasonable, official purposes)

b) Rebut the 2 arguments of WH. Item 3a is easy. Item 3b is a lulu, and is a cinch to knock out since it is false. The stipulated procedure does carry responsibility right up the command channel to the Division. Suggest that we indicate that this is one of the major objectives of procedure and is specifically designed to eliminate instances which have frequently occurred in the past wherein everyone in command channel has denied responsibility.

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PREVIOUS EDITIONS MAY BE USED

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